

**MINUTES OF THE PRESCOTT PUBLIC
LIBRARY BOARD MEETING
HELD ON MARCH 21ST, 2017
AT THE PRESCOTT LIBRARY**

ATTENDEES:

Joe Muise/Chair
Virginia Leonard/Vice Chair
Jean Burton-Fox/Treasurer & Secretary
Jane McGuire/Chief Librarian/CEO
Lee McConnell/Council Member
Nancy Brunton
Darien Watson

REGRETS:

Dianne Gauthier
Peter Green
Frances Gagnon

CALL TO ORDER:

Joe Muise/Chair called meeting to order 6:05 pm

DECLARATION OF A CONFLICT OF INTEREST:

There was no conflict of interest from any of the Board Members.

APPROVAL OF BOARD MEETING AGENDA:

The Chair Joe Muise drew attention to the Agenda and requested if there were additions or changes to be made to the document as presented. As there were no additions/changes, **it was MOVED by Joe Muise/Chair and SECONDED by Virginia Leonard /Vice Chair that the Agenda be approved as presented.**

MOTION CARRIED

APPROVAL OF PREVIOUS MEETING MINUTES OF FEBRUARY 21ST, 2017:

The Chair Joe Muise requested if there were any changes to be made to the Previous Meeting Minutes of February 21st, 2017. As there were no changes to be made, **it was MOVED by Darien Watson and SECONDED by Nancy Brunton to approve the minutes as previously submitted.**

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES OF FEBRUARY 21ST, 2017:

There was business arising from the previous meeting – Service Animals.

Laws governing service animals vary the Prescott Public Library to make own decision. The CEO will make decision on a case by case basis. Client can apply to board if an issue arising/rejected, **it was MOVED by Joe Muise/Chair and SECONDED by Lee McConnell/Council Member.**

MOTION CARRIED

NEW BUSINESS:

There was new business to discuss at meeting: Prescott Public Library – Strategic Plan

From November 2015 PPL Strategic Plan there are four Strategic Directions and each SD has up to three 3 goals

SD – # 1 Administrative Alignment

Goal # 1 Library Policies has been achieved

Goal # 2 Library Procedures has been achieved

Goal # 3 Municipal Alignment Jane McGuire/Chief Librarian/CEO and Joe Muise/Chair have started working on with town council

Lee McConnell/Council Member spoke about Youth Club, Library and Pool last summer, pool was very busy with new programme but Youth Club (summer funds down) and Library not as busy. For the summer 2017 the 3 groups needs to work together to include gym and play area at Youth Club. A Programme needs to be developed to overlap for the 3 groups.

Was suggested the Leanne Burton for the Pool, Jane McGuire for the Library and Tracy for Youth Club coordinate with Katie Allard at Town Hall.

All in agreement to get this set up.

SD – # 2 Facility

Goal # 1 Space Was looking at using the extra room on the first floor but has been used by the Building Department for the town of Prescott.

Back room of PPL is being used by three Home Based Businesses daily. The extra computers are in this location. The room is also used for small meetings.

Goal # 2 Accessibility and Safety The lift is has now repaired and working can only hold 500lb. All lights are in working order.

SD – # 3 Services

Goal # 1 Technology In use is a new system used by both clients and staff

Tim, service rep from Play it Star was in during the month of January 2017 for a service call. Under contract Tim was to come in to PPL every 2 weeks for service but has not been in since. Jane McGuire/Chief Librarian/CEO was to see him on Thursday March 23rd to give him 1 more chance.

Clients only want the system to be faster not asking for new technology! But Prescott as a whole can not get faster. Training could be an area where the library can step in. Seniors are looking to learn how to use their devices ie: phones, tablets, laptops. Could the library set up information gathering sessions to find out what they (seniors) are looking to use. Joe Muise/Chair is testing E-readers during the summer more to discuss.

Goal # 2 Collections At this time the PPL collection is current and clients are happy!

The collection gets purged/removed of Fiction at 7 years and Non-Fiction at relevance.

SD – # 4 Communication and Outreach

Goal # 1 Marketing Recreation and Media to promote events

Goal # 2 Visual Identity Lee McConnell/Council Member spoke to Dan Beattie regarding new 2 sided sign going in front of Town Hall/Library Building.

Directional signs on Edward Street/Dibble Street and King Street/West Street for PPL just like signs for arena. Jean Burton-Fox/Treasurer/Secretary will check with Matthew town of Prescott Treasurer to see how they are progressing.

Goal # 3 Partnerships

Friends of the Library (working on stories 150)

Lee McConnell/Council Member – 3 group idea Youth Club, Pool and Library

Forwarders Museum – Using their display cabinets materials donated by Frasier, building not available year round

CORRESPONDENCE:

The Letter sent to Mr. Tom Tousant was received, when Mr. Tousant was next in library tried to get Roberta to let him take 3 CD's out – was told no and turned down.

POLICY MANUAL REVIEW: All finished last meeting – 21 Feb 2017

TREASURER'S REPORT:

Jean Burton-Fox spoke on the bank account, income and expense statement and the receivables.

Deposit \$ 162.85 (added in March 2017) + in balance \$ 4,101.78 (end Feb 2017) = \$4,264,63

Departmental Statement Library Year to Date March 15, 2017 going to ask Matthew to remove Total Year Projection column not needed by library

Finance Statement Jan to Mar 2017 all up to date except salary amount from Matthew

Asked about payment to town from PPL – I response done in April

For February/March 2017 period (items # 22 to # 38 = \$ 2,676.23), **it was MOVED by Joe Muise/Chair and SECONDED by Virginia Leonard/Vice Chair to pay the bills as presented. MOTION CARRIED**

CHIEF EXECUTIVE OFFICER'S REPORT

Jane McGuire highlighted the following in her report:

Kids are really liking the display cases – Cups & Booklets display to change in April

South Grenville Guild of Fine Arts has changed their paintings

Story Time at Library – 2nd Session started 10 March to end 21 April – numbers down to 7 children plus their parent/grandparent/caregiver. New TV outside library in hall way will have Preschool information on it amongst other information.

TD Summer Reading 2017 – theme **“I love Reading”** Prizes were offered and we have picked and ordered some of the following Stickers, 4 Hats, tattoos and Magnetic bookmarks

March 1st – Small Library Meeting teleconference was held – connection was poor. Libraries in smaller communities are not getting their share of grants – Capacity Funding \$2,500.00 probably not getting this year. Last year 2016 last year.... will continue to update. The May 3rd meeting will be held at Prescott Library during the day time with a presentation and cake to Linda Chadwick of Brockville Library who will be retiring at the end of the month in May.

FRIENDS OF THE LIBRARY REPORT:

Peter Green is absent tonight and sends in no report

ANY OTHER BUSINESS:

Too Many Stores are Empty downtown – Need a plan; vision; marina, tourism

May look at a form of combining the library with museum. Costly to rent out, lots of empty stores. BIA still get monies based on who owns the building not on the renters.

NEXT MEETING:

The next Library Board Meeting will be held **on Tuesday, April 18th, 2017 at 6:00 pm** in the Community Room on the Second Floor

ADJOURNMENT:

It was MOVED by Darien Watson and SECONDED by Nancy Brunton to close the meeting at 7:34 pm MOTION CARRIED